



**Mission Ridge Ski Education Foundation Board Minutes**  
**Special In-Person Session**  
**Monday, May 19, 2025**  
**Mission Ridge Office, Wenatchee, WA**

**Attendees:** Amanda Viebrock (President), John Barnett, Chip McElearney, Libby Siebens, Boomer Vuori, and Roger Taggart (Executive Director).

Meeting called to order at 6:04 PM.

**Overview**

Board discussed member positions after Cheri Peterson tendered her written resignation effective Sunday, May 18, 2025 after many years of long and faithful service. Chip McElearney elected as new Secretary.

Beyond board member positions, the meeting focused on updating the board's handbook and bylaws. Key points included the need for board members to review the agenda and attend regular meetings, with each member serving on at least one standing committee. The board discussed increasing Roger's spending authority from \$1,500 to \$5,000 for better financial management. The handbook was revised two years ago, aligning roles with existing bylaws and incorporating best practices. The board also considered using AI tools for alignment and consistency. The importance of parent volunteer events and community engagement was emphasized.

**Action Items**

- Review and update the \$1,500 spending limit for the program director in the bylaws. Investigate increasing the spending limit to \$5,000 or \$10,000.
- Establish a centralized document repository, potentially using Google Drive, to maintain version control and accessibility of policies and procedures.
- Review and update the fundraising/development committee section to explicitly include corporate sponsorship.
- Develop additional bullet points under the parent/volunteer engagement committee to include items like communication, mentoring, and connection events.
- Develop Conflict of Interest Policy; Duty of Care, Duty of Loyalty and Board Expectations; and Development and Fundraising Policy.

**Outline**

Meeting Setup and Initial Discussions

- John B. mentions the meeting is being recorded and will provide a consolidated set of notes at the end.
- Amanda V. suggests starting with the handbook and bylaws, and John B. confirms everyone has updated their email information.
- Discussion about the roles of officers, with Amanda V. noting that Heather is the treasurer and Cheri was the secretary.
- Amanda V. proposes using Otter AI for secretarial duties, and John B. explains how the AI can sanitize and consolidate meeting minutes.

Review of Handbook and Bylaws

- Amanda V. emphasizes the importance of understanding roles based on the handbook and bylaws.
- John B. provides background on the handbook, mentioning it was rewritten two years ago by Libby, Amanda, and Heather.
- Discussion about the multi-functional board and the roles and responsibilities of board members.
- John B. explains the board's expectations, including fundraising, policy creation, and supporting staff.

#### Board Member Roles and Responsibilities

- John B. outlines the board's responsibilities, including fundraising, policy creation, and supporting staff.
- Discussion about the board's structure and the roles of different committees.
- John B. mentions the use of other nonprofit organizations' handbooks as models for their own.
- John B. explains the importance of aligning their bylaws with USSS's bylaws for consistency.

#### Committee Structure and Expectations

- John B. discusses the various committees, including governance, finance, development, programs, facilities, marketing, and parent volunteer events.
- John B. emphasizes the importance of having board members on at least one standing committee.
- Discussion about the expected time commitment for board members, including attending meetings and performing committee tasks.
- John B. highlights the need for a common repository for documents and policies.

#### Bylaws and Financial Policies

- John B. reviews the bylaws, including the election of board members and the roles and responsibilities of board members.
- Discussion about the financial policies and budget.
- John B. suggests using Google Drive for a secure and traceable repository for documents.
- John B. proposes increasing the amount Roger can spend without board approval from \$1,500 to \$5,000.
- Board suggests numerous other changes to existing bylaws to be voted on at future meeting.

#### Final Discussions and Next Steps

- John B. summarizes the key points discussed, including the importance of updating the handbook and bylaws.
- Discussion about the need for a board evaluation and the use of AI tools like Claude for alignment and consistency.
- John B. emphasizes the importance of having a clear governance model and delegating responsibilities to staff.
- The meeting concludes with a plan to review and update the handbook and bylaws based on the discussions.

Meeting concluded at 8:02 PM.

Next special meeting to occur on June 2, 2025 at 6PM, same location.